



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PROGRAM OFFICER III	35	B	7.643
PROGRAM OFFICER II	33	B	7.647
PROGRAM OFFICER I	31	B	7.649

### SERIES CONCEPT

Program Officers perform administrative work in planning, coordinating, and directing a comprehensive program or program function for a specific clientele.

Incumbents administer a specific program for clientele by implementing established policies and procedures (i.e. accepting and reviewing applications and/or documents containing specific information to determine eligibility for participation in the program according to established criteria) in order to meet established goals and objectives.

Incumbents monitor program operations through on-site visits and the review of reports and records to recommend and implement changes in the method, procedure or operation of the program.

Incumbents provide information and interpretation of the program and its rules and regulations to department staff, program participants and the general public to ensure their understanding and/or compliance.

Incumbents compile data and prepare reports of program activities in order to make budget requests and to identify problem areas and recommend solutions or to aid management in making policy decisions and in analyzing the program's success.

Incumbents conduct training and/or provide technical assistance for program service providers including how to complete required forms and documentation and/or the operation of an automated system if applicable. Writes or revises and recommends the implementation of a procedural manual to ensure providers' understanding and compliance with all the rules and regulations.

Incumbents perform related work as required.

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## **CLASS CONCEPTS**

### **PROGRAM OFFICER III**

Under administrative direction, Program Officer III's are expected to perform the full range of duties as described in the series concept. Work is assigned through goals and objectives and reviewed through goal attainment and as unusual circumstances occur. Incumbents are responsible for administering a large program which affects a significant number of people on a continuing basis. Work involves planning and developing processes and carrying out programs by interpreting and applying broadly stated and nonspecific policies. This class is distinguished from the Program Officer II class by its increased latitude in decision making resulting from coordinating broad nonspecific rules and/or regulations.

### **PROGRAM OFFICER II**

Under general direction, Program Officer II's perform the full range of duties as described in the series concept. Work is assigned through goals and objectives and reviewed through goal attainment and as unusual circumstances occur. Incumbents have a moderate degree of latitude in choosing the manner in which to accomplish goals and objectives. They supervise one or more Program Officer I's or technical/operations staff performing similar duties of a more routine/technical nature. This is the second level in the series.

### **PROGRAM OFFICER I**

Under direction, Program Officer I's are responsible for performing the duties as described in the series concept in a more limited manner. Incumbents have less latitude in choosing the manner in which the work is performed and are typically confined within more stringent regulations and guidelines than the Program Officer II. While this class is expected to coordinate and supervise the work activities of others, this responsibility is typically confined to clerical and non-technical support staff assigned to the program area.

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## **MINIMUM QUALIFICATIONS**

### **PROGRAM OFFICER III:**

#### **EDUCATION AND EXPERIENCE:**

I

Graduation from an accredited college or university in public administration or related field and two years of previous experience in planning, coordinating or administering a program: OR

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## **MINIMUM QUALIFICATIONS**

### EDUCATION AND EXPERIENCE: (Cont.)

II

Two years experience as a Program Officer II in Nevada State service; OR

III

Graduation from high school or the equivalent and six years of previous experience in planning, coordinating or administering a program; OR

IV

An equivalent combination of education and experience.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of budgetary process and legislative processes. Comprehensive knowledge of the purpose, goals, rules and regulations of the program administered. Thorough knowledge of management concepts and practices as applied to public administration.

Skill in analyzing, researching, developing and implementing improved operational work methods consistent with program requirements, state regulations, pertinent laws and departmental policies.

### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of departmental organizational structure, policies and administrative procedures of the State and agency. Knowledge of supervisory techniques including selection, training, motivation, work assignment and review, establishing work performance standards, and discipline. In addition, the knowledge and skills required of lower levels within the class series.

Skill in planning, organizing and making presentations. Skill in operating a computer terminal to effectively input, retrieve and manipulate data. Skill in written English sufficient to compose reports and business correspondence. Skill in basic mathematical computation. Skill in effectively interacting with other people including communication.

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## MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE: (Cont.)

### CONDITIONS OF EMPLOYMENT:

Depending upon the program a position is responsible for it may require a valid State of Nevada driver's license or equivalent evidence of mobility.

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### PROGRAM OFFICER II:

#### EDUCATION AND EXPERIENCE:

I

Graduation from an accredited four year college or university in public administration or a related field and one year of previous experience in planning, coordinating or administering a program; OR

II

One year experience as a Program Officer I in Nevada State service; OR

III

Graduation from high school or the equivalent and five years of previous experience in planning, coordinating or administering a program; OR

IV

An equivalent combination of education and experience.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of supervisory techniques including selection, training, motivation, work assignment and review, establishing work performance standards, and discipline.

Skill in motivating others to effective action.

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### MINIMUM QUALIFICATIONS (Cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of the purpose, goals, rules and regulations of the program administered.

Skill in operating a computer terminal to effectively input, retrieve and manipulate data. Skill in written English sufficient to compose reports and business correspondence. Skill in basic mathematical computation. Skill in effectively interacting with other people including communication.

### CONDITIONS OF EMPLOYMENT:

Depending upon the program a position is responsible for it may require a valid State of Nevada driver's license or equivalent evidence of mobility.

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### PROGRAM OFFICER I:

#### EDUCATION AND EXPERIENCE:

I

Graduation from an accredited four year college or university in public administration or a related field; OR

II

Graduation from high school or the equivalent and four years of previous experience either performing or assisting in the planning, coordinating or administering of a program; OR

III

An equivalent combination of education and experience.

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### MINIMUM QUALIFICATIONS (Cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Thorough knowledge of the purpose, goals, rules and regulations of the program administered.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Skill in operating a computer terminal to effectively input, retrieve and manipulate data. Skill in analyzing and interpreting State policies, procedures, and rules relevant to program areas. Skill in written English sufficient to compose reports and business correspondence. Skill in basic mathematical computation. Skill in effectively interacting with other people including communication.

### CONDITIONS OF EMPLOYMENT:

Pursuant to NRS 284.4066, some positions allocated to this class have been identified as affecting public safety. Persons offered employment in this class, in some of these positions, must submit to a pre-employment screening test for controlled substances.

Depending upon the program a position is responsible for it may require a valid State of Nevada driver's license or equivalent evidence of mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.643</u>	<u>7.647</u>	<u>7.649</u>
ESTABLISHED:	07/01/93P	07/01/93P	07/01/89P
	09/24/92PC	09/24/92PC	09/27/88PC
REVISED:			05/29/92PC
REVISED:			07/01/93P
			09/24/92PC